



## March 06, 2013 Meeting Minutes

*Adrianne Browning\**

*Jason Abston\**

*Denise Creek\**

*Jessica Dunnegan\**

*Deirdre Green\**

*James Kennedy\**

*Betty Keown\**

*Keith Lancaster\**

*Sophie McAdams\**

*Heather Nicklies\**

*Casey Scruggs*

*William Sleeper\**

*Tanya Vincent\**

*Melvin Watson\**

*Eric Wolfe\**

*\*--attended meeting*

The Staff Council meeting opened with the introduction of our newest members, Deirdre Greene and Bill Sleeper. Congratulations to these new members. They will make a great addition to the Staff Council.

The Council opened up a report from the Calendar Committee there had been some discussion of a possible change in the calendar for the 2014-2015 academic year. The Provost requested that the University Calendar Committee consider changes to the timing of the Winter Term to help with retention and engagement of students over the winter break. He also asked the committee to consider how a potential change might impact the start and end dates of the fall and spring semesters. The Provost assured the committee that the two-week holiday break will not be affected. After consideration of comments from each member and from comments solicited from their colleagues, the committee recommended no changes be made to the academic calendar for 2014-2015.

The Staff Satisfaction Survey committee will present in person, the findings of the DFM Staff survey to DFM members at their monthly March meeting. The committee felt this would be the most effective mode of conveying the results. At each meeting the results will be gone over and each staff member will have access to look at a printed copy of the document. This will also allow for any discussion or concerns of the findings. Once all of the meetings are attended, the Staff Council will prepare a document summary with all of our results and efforts to address concerns from DFM.

The June meeting and retreat will be held at the new Augenstein Alumni Center in the board room. Our guest speaker will be Dr. Richard Miller, Vice Provost/Chief Diversity Officer. The council looks forward to touring the new facility and hearing from Dr. Miller.

Our guest speaker was Brandon Higgins, Workers' Compensation Program Manager. Brandon is responsible for the daily functions of the Workers' Compensation Program. He also coordinates training and safety for WKU employees in collaboration with the Environmental Health & Safety Department as well as the Department of Facilities Management. Workers' Compensation provides payment of medical expenses and lost wages for employees who suffer a work-related injury or illness. One of the biggest things to remember if you are hurt during work, it is important to notify your supervisor as soon as possible. Brandon provides departments with information about Workers' Compensation and also goes out in the field to perform job hazard analysis. This is a hands-on

way to make corrections and/or suggestions to make WKU a safe working environment. Employees within the DFM can also be rewarded with a Fresh Food pass for performing their job correctly and safely. There are also other Safety incentives for the DFM department as a whole. This group, based on their job duties, tends to see the highest accidents.

A great program that can be utilized by staff is the Light Duty Program. This allows employees who are out on Workers' Comp and who cannot perform their regular duties to get back to work earlier. Departments can contact Brandon if they have light duty temporary jobs to see if he has anyone available. This is a great benefit to the department and also the employee. Brandon's area also provides, Work Station Assessments. If you would like your area to be looked at and given suggestions for a more ergonomic area, please contact Brandon. It could be as simple as lowering your computer screen, adjusting your keyboard or evaluating your desk chair. If you have any questions or comments regarding Workers' Compensation please contact Brandon Higgins at [brandon.higgins@wku.edu](mailto:brandon.higgins@wku.edu). The Council thanks Brandon for speaking at the meeting.

Next on the agenda included Constitution review of Articles 1, section 1, II, and the At-large Category Definition. They were discussed and a few words were suggested to be added and/or removed. The Council will discuss the remaining articles of the Constitution at the next two meetings so we can present a revised Constitution to HR for approval and prepare the new document for the web.

An anonymous e-mail questioned what needed to be done to get an employee discount listed on our discount page. It was decided that only local Community discounts would be offered on the webpage. For those of you who are unaware, the Council has a list of Community Discounts on our web page at <http://www.wku.edu/staffcouncil/discounts.php>. You can find some great deals here for WKU employees. If you know of other discounts offered around town, please send us an e-mail and we will get the information on our page.

Please let us **continue to hear from ALL staff**, via the anonymous drop box, directly to the Staff Council collectively, or to individual members of the Council. We need to know issues you have or believe need addressing in order to better serve you.

The next meeting will be April 3, 2013.

Meeting adjourned at 11:30 a.m.

**FYI:** Visit the Staff Council web page at <http://www.wku.edu/staffcouncil/>. It offers a wide variety of information. Click Contact Us to access an anonymous e-mail form where you can voice your concerns, questions, suggestions, and any ideas you would like Staff Council to address.

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